

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE OFFICER
(FISCAL DIVISION - Contracts Division)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on a Current Exam Certification List OR Lateral Transfer**

Location: Hartford, CT

Job Posting No: TH43182CO

Hours: 40

Salary: \$64,284.00 - \$83,103.00 (Annually)

Closing Date: November 5, 2014

Position Description: The Department of Children & Families is recruiting for a full time Fiscal/Administrative Officer within the Fiscal Division. This position will be located in the Contracts Division within Central Office.

Eligibility Requirement: Candidates must have passed the **Fiscal/Administrative Officer** examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of **Fiscal/Administrative Officer**, or have attained permanent status in the class since their most recent hire date. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.*

Preference: Preference will be given to candidates with experience in processing Human Service contracts and CORE-CT modules, including Contracts and Purchasing.

Substitution Allowed: 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience. 3.) For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. 4.) For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent, and three (3) letters of Supervisory references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET • HUMAN RESOURCES, 8TH FLOOR • HARTFORD, CT 06106
Attention: Taneisha Hancel
FAX: (860) 550-6433

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.